

Division of Corrections Training 2005 Annual Report

The Department of Corrections, Division of Corrections Training (DCT) underwent a multitude of changes during 2005. While progressing through these changes, the Division of Corrections Training was able to successfully accomplish three of Commissioner John Rees major goals for the Division. On September 1st, 2004, at the recommendation of Commissioner John Rees, Governor Ernie Fletcher appointed Mr. Christopher Kleymeyer the Director of Corrections Training for the Department. Commissioner Rees instructed Director Kleymeyer to concentrate on accomplishing three major goals during 2005; these goals were:

- Close the Corrections Training & Conference Center (CTCC) in Louisville, KY.
- Establish three new training centers and deliver training on a regional basis.
- Implement Computer Based Training (CBT) within the DOC.

Corrections Training & Conference Center (CTCC) closed

The CTCC had previously served as the only training facility for the Department. This necessitated all newly hired Departmental personnel to travel to and temporarily live in Louisville Kentucky while undergoing the Correctional Officer Basic Course or the Probation and Parole Officer Basic Academy. Additionally, most of the specialized and reoccurring training programs for the Department occurred at CTCC.



CTCC was a leased building at 312 Whittington Parkway, located centrally off Hurstborne Parkway and adjacent to one of the University of Louisville campuses, required large expenditures of the Departments funds to lease, operate, and support (house & feed) the trainees. By closing CTCC the Department was able to save in excess of \$200,000.00 annually in reoccurring lease, maintenance, and utility fees. Additionally the Department was able to reduce the number of Departmental personnel that were required to travel long distances to Departmental training as well as reduce the associated temporary housing costs. This facility closure along with the subsequent regionalization of training delivery within the Department, met the Commissioners intent of "Training should be across the parking lot – not halfway across the state". CTCC was permanently closed and the building vacated on 31 January 2005.

September 2004 through January 2005, the DCT underwent re-organization from the previous CTCC staffing structure of three branch's within the centralized training center (Administrative Branch, Pre-Service Branch, and In-Service Branch) to three new Regional Training Centers with a Branch manager supervising each branch. Three new Branch Managers were hired and given the responsibility to establish, staff, and equip their branches.



Joe Miller CRTC



Richard Fulks ERTC



Rebecca Hendon WRTC

Central Region Training Center (CRTC) established

Mr. Joe Miller, a veteran employee, with sixteen years of service within the Department was selected to serve as the branch manager for the Central Region Training Center. CRTC was established in a pre-existing motor pool building on Departmental property in Oldham County, between Kentucky State Reformatory (KSR) and Roederer Correctional Complex (RCC). The existing 2,532 square foot (SF) building was extended by 2,993 SF by in house staff with inmate labor resulting in a 5,525 SF building at a cost of \$217,300.00.



CRTC was initially staffed with one administrative secretary, two Instructor II's, and three additional instructors, under the operational control of Mr. Miller. In 2005, after reviewing the workload, CRTC was granted two additional instructor positions.



CRTC began conducting classes in the KSR and RCC training and visitation rooms in February 2005 while their building was being completed. The CRTC occupied their new building in March 2005 and graduated their first class at the CRTC in April 2005.



The CRTC is currently responsible to support six of the Department adult correctional institutions (the Kentucky State Reformatory, the Roederer Correctional Complex, the Luther Lockett Correctional Complex (LLCC), the Kentucky Correctional Institution for women (KCIW), the Frankfort Career Development Center (FCDC), and the Blackburn Correctional Complex (BCC)), seven of the Probation and Parole Districts (Districts 4,5,6,7,9,12, and 14), and the elected Jailers and their deputies within fifty-seven counties of the Commonwealth in a habitual daily support relationship.

The CRTC Annual Report is included as an attachment to this report.

Eastern Region Training Center (ERTC) established

Mr. Richard Fulks, a veteran employee with sixteen years of service within the Department, was selected to serve as the branch manager for the Eastern Region Training Center (ERTC). ERTC was established in a pre-existing building on Departmental property in Elliot County, on the grounds of Little Sandy Correctional Complex (LSCC). The existing 6,710 SF institutional training building, armory and weapon firing range were part of the commercially built LSCC complex and were constructed at a cost of \$ 637,868.72.



ERTC was initially staffed with one administrative secretary, one Instructor II, and one Instructor I, under the operational control of Mr. Fulks. After review of the workload at ERTC, staff was increased by an additional instructor in August 2005.



ERTC began conducting classes in the University of Kentucky Technology Center, West Liberty, KY in October 2004 while their building was being completed. ERTC occupied their new building in December 2004 and graduated their first class at ERTC on the 4th of February 2005.



ERTC First Graduating Class

The ERTC is currently responsible to support four of the Department adult correctional institutions (the Little Sandy Correctional Complex, the Eastern Kentucky Correctional Complex (EKCC), the Northpoint Training Center (NTC), and the Bell County Forestry Camp (BCFC)), three of the Probation and Parole Districts (Districts 8, 10, and 11), and the elected Jailers and their deputies within twenty-eight counties of the Commonwealth in a habitual daily support relationship.

The ERTC Annual Report is included as an attachment to this report.

Western Region Training Center (WRTC) established

Mrs. Rebecca Hendon, a veteran employee with eighteen years of service within the Department, was selected to serve as the branch manager for the Western Region Training Center (WRTC), the WRTC was established in a pre-existing building on Departmental property in Lyon County, on the grounds of the Western Kentucky Correctional Complex (WKCC). The existing 2,124 Square Foot (SF) training building was extended by 3,339 SF by in house staff with inmate labor resulting in a 5,463 SF building at a cost of \$250,000.



WRTC was initially staffed with one administrative secretary, one Instructor II, and one Instructor I, under the operational control of Mrs. Hendon. After review of the workload at the WRTC by the Commissioner, WRTC staff was increased by an additional instructor in October 2005.



The WRTC began conducting classes on August 2004 in the range building of the Kentucky State Penitentiary and also conducted some classes in parts of their new building while the construction continued in the other portions of their new building. Their new building was completed on June 2005 and they graduated their first class within the WRTC on June 2005.



The WRTC is currently responsible to support three of the Department adult correctional institutions (the Western Kentucky Correctional Complex, the Kentucky State Penitentiary (KSP), and the Green River Correctional Complex (GRCC)), four of the Probation and Parole Districts (Districts 1,2,3, and 13), and the elected Jailers and their deputies within thirty-six counties of the Commonwealth in a habitual daily support relationship.

The WRTC Annual Report is included as an attachment to this report.

Division Of Corrections Training, Directors Office established

Previously the Director of Corrections Training was stationed at the CTCC in Louisville, KY. With the establishment of three subordinate regional training centers geographically disbursed across the Commonwealth it was decided to move the Directors position and one administrative specialist position to Frankfort. In December of 2005 a DCT Directors office was established within the DOC annex on Lawrenceburg Road, Frankfort KY. This enhanced the DCT Directors access to the DOC Central Office and located the Director as equi-distant as possible between the three regional training centers (55.35 miles from the CRTC, 111 miles from the ERTC, and 220.64 miles from the WRTC)

Computer Based Training (CBT) implemented

While closing the CTCC and establishing the three new regional training centers the DCT also began to work towards establishing a computer based training delivery system for the Departmental employees. This proved to be the most difficult accomplishment of 2005.

During January, February, and March of 2004 the Eastern Kentucky University (EKU), Research & Service Center facilitated a detailed study of DOC training methodology, delivery, and curriculum. Additionally, EKU also conducted a Developing a Curriculum (DACUM) review for the Department. This research was compiled in a report to the Commissioner, the recommendations were:

1. Develop a comprehensive and consistent training effort for new staff.
2. Establish a formal on-the-job (OJT) system.
3. Establish a curriculum revision process
4. Establish a training evaluation process
5. Consider alternative delivery methods for completion of the Commission on Accreditation required 160 hours of training during the first year of employment.
6. Establish the infrastructure to support enhanced CBT technology for in-service and pre-service training within the facility and regionally.

During October and November 2004 a strategy to accomplish these recommendations was formulated and briefed to the Departmental leadership for their information and input. On December 6th, 2004 Commissioner Rees signed a memorandum that articulated how he wanted these goals accomplished as they related to the adult institution personnel. On December 20th, 2004 Commissioner Rees signed a similar document articulating how he wanted these goals accomplished as they related to the Probation and Parole Districts.

Simultaneously, the adult correctional institutions established CBT computer labs within their institutions in order to facilitate the CBT training by using DOC refurbished computers.

Initially, the specified and implied tasks inherent in developing the new Departmental CBT curriculum were divided amongst the DCT staff. This proved to be problematic for a number of reasons. The staff were fully engaged in establishing the three new regional training facilities, the staff were not trained in writing curriculum that could be delivered via CBT (in fact no one within the DCT had any experience in CBT curriculum development), and a number of the staff chose to retire or accept other positions within State Government as the Division attempted to implement CBT.

The DCT worked with the vendor (Screened Images, Inc.) that had been chosen to provide the Learning Management System (LMS) for the Department in order to locate some corrections professionals that had experience in CBT curriculum development. Two curriculum writers did provide some curriculum content to the Department in accordance with the provisions of a memorandum of agreement between ECU and the Department. However, this also proved to be problematic as that the purchased curriculum still had to be reformatted and loaded into the LMS using Hyper-Text Markup Language (HTML) by the DOT staff.

As the DCT continually reviewed its progress towards CBT implementation it became readily apparent that specific staff had to be dedicated solely to the CBT project in order to accomplish the Commissioners intent of delivering training to the Department via CBT.

Beginning in June of 2005 a curriculum development team was assembled by reassigning staff from within the DCT. Ms. Mary Godfrey a veteran employee, with twenty plus years with the Department was assigned the responsibility of CBT curriculum development and review. Ms. Jennifer Eldridge, because of her five plus years of training in communication was reassigned from the CRTC to assist Ms. Mary Godfrey in curriculum design & review. Mrs. Melissa Perkinson (DCT Directors office) was assigned the additional responsibility of administering the CBT application and its database. Ms. Rose Ryan (WRTC) was assigned the additional responsibility of assisting the curriculum development team with loading on an as needed basis.

The curriculum development team diligently began to work towards accomplishing the Commissioners vision and within 180 days was able to produce and load CBT portions of the following programs of instruction

Corrections Officer Academy Phase 1, New Employee Orientation (NEO)		
<i>Module number</i>	<i>Subject</i>	<i>Hours</i>
M01	Personnel Processing	4
M02	Tour of the Institution	4
M03	Introduction to Computer Based Training	1
M04	Institutional Chain of Command	1
M05	Code of Ethics* (CPP 3.1)	2
M06	Sexual Harassment* (CPP 3.5)	1.5
M07	Employee Sexual Misconduct w/Offenders & PREA	2.5
M08	Medical Health Issues*	1.5
M09	Corrections Policies & Procedures and Institutional Policies & Procedures/ACA Standards	2.5
M10	Tool and Key Control* (CPP 9.11)	2
M11	Overview of Criminal Justice System	1.5
M12	Inmate Security and Classification (Chp 18)	2
M13	The Manipulative Criminal Mind	1.5
M14	Dress Code for Uniformed Staff (4.7) Non-Uni (3.10)	1.5
M15	Report Writing	3
M16	Interpersonal Relations/Counseling Techniques	2.5
M17	Mental Health Issues	3
M18	Suicide Awareness	2
M19	Kentucky Correctional Industries	0.5
M20	DOC Chain of Command	0.5
	Total	40

Common Core		
<i>Module number</i>	<i>Subject</i>	<i>Hours</i>
M03a	Introduction to Computer Based Training	1
M05	Code of Ethics	2
M22	Use of Force	2
M08	Medical Health Issues	1.5
M15	Report Writing	3
M18	Suicide Awareness	1.5
M07a	Prison Rape Elimination Act (PREA)	1
	Total	12

Corrections Professionals (Institutions)		
Module number	Subject	Hours
M03a	Introduction to Computer Based Training	1
M05	Code of Ethics	2
M08	Medical Health Issues	1.5
M18	Suicide Awareness (Institutional)	1.5
M22	Use of Force	2
	Total	8

Probation and Parole Officer Academy Phase 1, New Employee Orientation (NEO)		
Module number	Subject	Hours
M01	Personnel Processing	4
M02	Tour of the Institution/District	4
M03	Introduction to Computer Based Training	1
M04a	Swearing In	0.5
M05	Code of Ethics* (CPP 3.1)	2
M06	Sexual Harassment* (CPP 3.5)	1.5
M07	Employee Sexual Misconduct w/Offenders & PREA	2.5
M08	Medical Health Issues*	1.5
M09a	Intro to CPPs and ACA Standards	1.5
M11	Overview of Criminal Justice System (P&P)	1.5
M14a	Non-Uniformed Dress Code (CPP 3.10)	0.5
M15a	Special Reports and Report Writing Exercises	3
M17	Mental Health Issues	3
M18	Suicide Awareness	2
M22a	Introduction to Use of Force	2
M23	Sentencing in Kentucky	1
M24	Dynamics of Domestic Violence and Sexual Assault/Legal Issues	2.5
M42	Overview of Chapters 27 and 28	2.5
M43	Introduction to Case Management	2.5
M44	Court Room Testimony	1
	Total	40

P&P Officer In-Service		
<i>Module number</i>	<i>Subject</i>	<i>Hours</i>
M03a	Introduction to Computer Based Training	1
M05	Code of Ethics	2
M06	Sexual Harassment* (CPP 3.5)	1.5
M08	Medical Health Issues	1.5
M22	Use of Force	2
	Total	8

Corrections Professionals (Probation and Parole)		
<i>Module number</i>	<i>Subject</i>	<i>Hours</i>
M03a	Introduction to Computer Based Training	1
M05	Code of Ethics	2
M06	Sexual Harassment (P&P or CO)	1.5
M08	Medical Health Issues	1.5
M22	Use of Force	2
	Total	8

KCI (Institutional and Warehouse Employees)		
<i>Module number</i>	<i>Subject</i>	<i>Hours</i>
M03a	Introduction to Computer Based Training	1
M05	Code of Ethics	2
M06	Sexual Harassment* (CPP 3.5)	1.5
M07a	Prison Rape Elimination Act (PREA)	1
M08	Medical Health Issues	1.5
M10	Tool and Key Control* (CPP 9.11)	2
M13	The Manipulative Criminal Mind	1.5
M15	Report Writing	3
M18	Suicide Awareness	1.5
M19	Kentucky Correctional Industries	0.5
M22	Use of Force	2
	Total	17.5

KCI Central Office		
	<i>Subject</i>	<i>hrs</i>
M03a	Introduction to Computer Based Training	1
M05	Code of Ethics	2
M06	Sexual Harassment	1.5
M08	Medical Health Issues	1.5
M19	Kentucky Correctional Industries	0.5
M22	Use of Force	2
	Total	8.5

The curriculum development team also provided training at multiple locations throughout the Commonwealth in order to train the Institutional Training Coordinators (ITC), the Assistant Probation and Parole District Supervisors and other Departmental personnel on how to use and administer the DOC CBT system prior to implementing CBT in January 2006.

DCT Web Page

Mrs. Perkinson was assigned as the web page manager in February 2005 as an additional assigned duty. Throughout 2005 a number of changes and enhancements occurred to the DCT web page in order to ensure that the DCT schedules and information needed by the Department personnel and the elected Jailers and their deputies was constantly current and immediately available. Selecting the DCT link on the front page of the DOC web page easily accesses the DCT web page.

KENTUCKY DEPARTMENT of CORRECTIONS

■ DOC Home | Justice & Public Safety Cabinet | KY Sex Offender Registry | Other Links
 ■ Kentucky Department of Corrections > Departments & Divisions > **Corrections Training**

Correction's Training

MISSION

The mission of the Division of Corrections Training is to design, develop and deliver training programs that meet the needs and mandates of the employees of the Kentucky Department of Corrections. Our Mission...Your Future.

To access the Department's new computer based training site, visit <http://kydoc.crimcast.com>

Determining Training Region

Click on your work classification:

[Adult Institutions](#)
[Probation & Parole Districts](#)
[Jail Counties](#)

Training Regions

Click on your training region:

[Central Region Training Center](#)
[Eastern Region Training Center](#)
[Western Region Training Center](#)

2006 Program Catalog

Below you will find the 2006 Training Program Catalog.
[2006 Training Catalog](#)

Staff and Contact Information

Division of Corrections Training

2439 Lawrenceburg Rd
 P. O. Box 2400
 Frankfort, KY 40602-2400

Melissa Perkinson
Administrative Specialist III

Mary Godfrey
Program Administrator

Jennifer Eldridge
Administrative Specialist II

Mike Williams
Probation and Parole

Chris Kley Meyer
 Director

Annual Training Plan

The DCT staff worked extremely hard during 2005 to ensure that the 2005 curriculum met the needs of the Department and the Jail personnel. Based upon the results of the ECU study of the DCT and the resulting DACUM a number of changes were made to the curriculum in addition to the CBT modules; most notably to our program of unarmed self defense and our in-service curriculum. The Controlled Force methodology was selected to replace the existing self-defense methodology and scenario training was introduced into the 2005 in-service training.

The Branch managers were tasked to attend all institutional and District Training Advisory Committee (TAC) meetings within their areas of responsibility and this input was carefully considered as the 2006 curriculum and annual training plan was developed. The DCT met at the Greenbo State Park on 8,9,10 November 2005 in order to finalize the 2006 Annual Training Plan; which was then posted onto the DCT web page.

Additional Training enhancements

A large number of specialized training programs occurred during 2005

As previously noted there were a large number of Departmental personnel that expressed a desire for improvement in the Departments unarmed self-defense curriculum. After querying the other state corrections department directors of training and reviewing what was commercially available, it was decided to implement the Controlled Force methodology within the Department. A contract was let with the vendor to train sixteen new instructors and to re-certify four instructors that had received previous Controlled Force instruction. The training occurred on April 4th through the 10th at the CRTC.

Corrections Emergency Response Team(s) (CERT) Training for all new CERT members was conducted by the Department at the Wendell H. Ford Kentucky Army National Guard Center on the 3d through the 7th of October 2005.

The Department also participated in the training for Jail CERT on the 23d through the 27th of May at the Warren County Jail training site.

KSR hosted a Chemical Weapons Training class for 35 students at KSR from the 2d through the 5th of May 2005. The training was conducted by Mr. Mike Reichenbach, a retired Kentucky State Police SWAT Team Commander and was provided at no cost by the Armor Holdings corporations.

DCT hosted a Sturm, Ruger & Company Armourer Course for 25 students at the CRTC from the 10th through the 14th of October 2005. The training was

conducted by Mr. Rob Dearden, Chief Instructor, Armorer's School and was provided at no cost. The last iteration of this training was conducted in 2002.

During various institutional TAC meetings a desire for additional training in Personnel Management was expressed. Mr. Lee Sheeting who had just recently retired as the Departments Director of Personnel was hired IAW a Memorandum of Agreement with ECU to instruct four iterations of personnel management workshops (October 17th through the 20th at ECDC, December 19th through the 22^d at the CRTC, February 13th through the 16th at the ERTC, and April 24th through the 27th at the WRTC). The workshops were comprised of a 12 hour Program of Instruction (POI) entitled How to Handle Discipline, a 4 hour POI entitled Advanced Workshop for Supervisors on Discipline, a 3 hour POI entitled Selected Kentucky Revised Statutes & Kentucky Administrative Regulations, and a 2 hour POI entitled Dealing with Sexual Harassment.

The Commissioner implemented a Corrections Executive Leadership Development Program during 2005. Commissioner Rees solicited nominations from the Departmental, Institutional, and District staff of promising employees that did not currently occupy senior leadership positions. He then personally interviewed the nominations and subsequently selected a cohort of 42 employees to participate in the program. Professor George Manning, a tenured professor with the Department of Psychology at the Northern Kentucky University who is well respected in business and government for his work in leadership development was hired to facilitate the program. The program met four different times (May 16&17, 2005 at Kentucky Dam Village State Park, August 24 & 25, 2005 at General Butler State Park, January 18 & 19, 2006 at Lake Cumberland State Park, and April 19 & 20, 2006 at the Natural Bridge State Park). The program used the text "The Art of Leadership" by George Manning and Kent Curtis, as its basis of instruction; along with other additionally assigned readings, individual, and group projects. The initial program was a great success and the Commissioner has decided to conduct another iteration in 2006.

In summary, the DCT successfully accomplished the Commissioners three priority goals for training within the Department in 2005; Close the CTCC, begin to deliver training for the Department and the Jails on a regional basis, and implement Computer Based Training within the Department. Additionally the DCT was able to implement significant changes to the Departments curriculum and facilitated a number of training enhancements during 2005 while realizing economies and efficiencies when able.

The DCT looks forward to 2006. We will continue to pursue excellence in training and progress towards making the training within the Kentucky Department of Corrections the best training for corrections professionals in the nation.

Division of Corrections Training Annual Summary

	Number of times Conducted	Number of Trainees	Number Housed if Applicable
Standard			
Correctional Officer Basic	21	1101	143
Probation & Parole Officer Basic	5	98	
Officer In-Service	40	645	
Probation & Parole In-Service	16	367	10
Firearms Instructor Requal	12	110	
Deputy Jailer	29	1270	
Specialized			
Office Professionals	10	204	
Semi-Auto Transition Training	5	80	
Train-the-Trainer	2	28	
Train-the-Trainer Standard First Aid	1	15	
Revolver/Shotgun Instructor School	2	28	
Rifle Instructor School	2	16	
Basic CERT	1	81	
Request			
Controlled Force	2	33	
Adult CPR/AED	7	92	
OC Spray Training	1	18	
Classification Training	1	35	
Research Training	1	8	
Adjustment/Grievance Committee Training	2	92	
Leadership Video Conference	1	8	
Crimcast Administration	1	4	
Ruger Armorer School	1	25	
Team Building	1	16	
Customer Service	1	23	
Dry Run (CC/OI)	1	13	
NIMS Training	1	17	
How to Handle Discipline	1	22	
Supervisors on Discipline	1	16	
KRS/KAR	1	13	
Dealing with Sexual Harassment	1	6	
Totals:	171	4484	153

**Division of Corrections Training
Central Region Training Center
2005 Annual Report**



(not shown Steve Faulkner who is pictured below)

Many of the changes initiated in 2004 by Commissioner John Rees, were realized in 2005. The Central Region Training Center was opened, which finalized the commissioner's vision of training being available across the parking lot rather than across the state. The Central Region Training Center is located on the grounds of Roederer Correctional Complex (RCC) in LaGrange and is adjacent to the Kentucky State Reformatory and Luther Luckett Correctional Complex. The Kentucky Correctional Institution for Women is located just a few miles away in Pewee Valley. The staff at these four institutions make up the majority of students served by CRTC. They find it much more convenient than the Corrections Training and Conference Center in Louisville. Warden Sweatt and his staff at RCC have out of their way to assist CRTC with the construction of the facility as well as the day-to-day operations.

62 courses were facilitated by CRTC during the year. These are broken down as follows:

Basic CERT	1	Kentucky Revised Statutes	1
Chemical Agents Instructor	1	Offender Information Services	3
Controlled F.O.R.C.E. Instructor	1	Office Professionals	5
Corrections Officer Basic Academy	8	Probation & Parole Basic	2
CPR/AED	1	Probation & Parole In-Service	8
CrimCast	1	Revolver Shotgun	1
Dealing with Sexual Harassment	1	Rifle	1
Deputy Jailer	10	Ruger Armourer School	1
Firearms Instructor Requalification	9	Semi-Auto Transitions	2
Food Services (Aramark)	1	Supervisors on Discipline	1
How to Handle Discipline	1	Train the Trainer	2

1947 students attended classes at the Central Region Training Center (CRTC) during calendar year 2005:

Basic CERT	81	Kentucky Revised Statutes	13
Chemical Agents Instructor	6	Offender Information Services	83
Controlled FORCE Instructor	21	Office Professionals	104
Corr Officer Basic Academy	497	Probation & Parole In-Service	218
CPR/AED	12	Probation & Parole Basic	48
CrimCast	3	Revolver Shotgun	15
Dealing with Sexual Harassment	6	Rifle	7
Deputy Jailer	418	Ruger Armourer School	13
Firearms Instructor Requalification	65	Semi-Auto Transitions	44
Food Service (Aramark)	28	Supervisors on Discipline	19
How to Handle Discipline	22	Train-the-Trainer	28

CRTC supports the following Institutions, Probation and Parole Districts and County Jails/Jailers:

Adult Institutions

Blackburn Correctional Complex (Lexington, KY)
Frankfort Career Development Center (Frankfort, KY)
Kentucky Correctional Institution for Women (Pewee Valley, KY)
Kentucky State Reformatory (LaGrange, KY)
Luther Luckett Correctional Complex (LaGrange, KY)
Roederer Correctional Complex (LaGrange, KY)

Probation and Parole Districts

District 4 (Louisville, KY)
District 5 (Elizabethtown, KY)
District 6 (Danville, KY)
District 7 (Covington, KY)
District 9 (Lexington, KY)
District 12 (Frankfort, KY)
District 14 (Versailles, KY)

Jail Counties

Adair	Grant	Montgomery
Anderson	Green	Nelson
Bath	Hardin	Nicholas
Bourbon	Harrison	Oldham
Bracken	Henry	Owen
Bullitt	Jackson	Pendleton
Campbell	Jefferson	Powell
Carroll	Jessamine	Pulaski
Casey	Kenton	Robertson
Clark	Larue	Rockcastle
Clinton	Laurel	Russell
Cumberland	Lincoln	Scott
Estill	Madison	Shelby
Fayette	Marion	Spencer
Fleming	Mason	Taylor
Franklin	McCreary	Trimble
Gallatin	Mercer	Wayne

Garrard

Metcalf

Whitley
Woodford



Self-defense training is a topic that had become secondary in the Kentucky Department of Corrections over the past few years. Under the guidance of Director Chris Kleymeyer, a new system of self-defense was introduced in 2005. Controlled F.O.R.C.E. is a state of the art self-defense system, which is based on five simple mechanical advantage control holds. These holds are incredibly effective and incorporate no strikes or offensive moves. Controlled F.O.R.C.E. is not a pain compliant system, but a method used to keep a subject under control with little danger of injury.



Steve Faulkner, a training instructor coordinator within the Central Region, has accepted responsibility for overseeing Controlled F.O.R.C.E. training for the Department. Steve has received extensive training in Controlled F.O.R.C.E. and is well on his way to becoming a master instructor.



Each training region has their own areas of responsibility. For CRTC, these areas are Firearms and Probation and Parole Training. Ron Yount, the senior instructor coordinator within the division, was responsible for all updates to the firearms curriculum for all programs. Joe Miller, the branch manager for the central region was primarily responsible for Probation and Parole curriculum. Much of the curriculum for Probation and Parole In-Service training for 2005 and 2006 was created from scratch by CRTC staff.



In order for training to keep up to date with the many changes occurring in Probation and Parole, a current officer is assigned on a special detail to Corrections Training each year. During 2005, Rachel Waddle, an officer in the Louisville Southeast office assisted with the development of curriculum and as an adjunct instructor. Because of her excellent performance in this special assignment, Rachel was promoted to assistant supervisor in the Louisville East Office. Mike Williams, an officer in the LaGrange office has been selected to fill this position for 2006.



Although CRTC enjoyed incredible success during 2005, it was not always easy. Some of the first classes were conducted before the physical plant was complete. As always, the dedicated staff of CRTC found a way to get the job done. Classes were conducted at RCC in the visiting room and training room. Special thanks to Warden Sweatt and Institutional Training Coordinator Becky Riley. The summer of 2005 brought forth an even greater challenge. One C.O.

Basic Academy class was far too large to be conducted at CRTC. Instructor coordinators Lee Karsner and John Nolley were able to secure the use of North Oldham High School at no cost to the Department. Special thanks to Principal Shelly LaGrange and Assistant Principal Tom Clemons for their assistance.



2005 was bittersweet in many ways. Corrections Training veteran instructors Sharon Hofelich and Mary Jo Searcy retired and John Nolley accepted a new position with KSR. Their dedication and faithful service to the Division of Training won't soon be forgotten. All three have been sorely missed, but Sharon's retirement placed the division in quite a predicament. Sharon was one of only two Red Cross certified Instructor Trainers within the department. Although she had only recently transferred to training from KCIW, Administrative Secretary, Nancy Mooney volunteered to become an Instructor Trainer. Additionally, Nancy is an EMT and assisted with CERT training. Some of the best and brightest in the department were promoted to Corrections Training Instructor Coordinators in the central region during 2005. These include: Steve Faulkner (FCDC), John Harrison (RCC), Ted Peterman (LLCC), Jeff Rice (LLCC) and Wade Percle (KCIW).



Division of Corrections Training **Eastern Region Training Center** **2005 Annual Report**



Nestled in the foothills of the Appalachian Mountains the Eastern Region Training Center is located near the town of Sandy Hook, Kentucky. It shares its locale with the Little Sandy Correctional Complex in picturesque Elliott County.

During calendar year 2005, ERTC staff taught 26 Courses. The following classes were available:

Corrections Officer Basic Academy	7	Deputy Jailer	7
Firearms Instructor Requalification	1	Adjustment Committee Training	1
Office Professionals	2	SFA/CPR/AED	2
Probation and Parole Basic	1	Probation and Parole In-Service	3
Semi-Auto Transitions	1	Train the Trainer	1
		Total	26

The Eastern Region Training Center successfully trained the following number of participants in 2005.

Corrections Officer Basic Academy	377	Deputy Jailer In-service	390
Probation and Parole Basic	15	Probation and Parole In-	58
Office Professionals	47	Firearms Instructor	20
Semi-Auto Transitions	12	Train the Trainer (Deputy	15
		Total	934

The Eastern Region Training Center is home to one of the most state of the art firing ranges in the Southeastern United States.



E.R.T.C. services the following Institutions, Districts and County Jails/Jailers:

Adult Institutions:

Bell County Forestry Camp (Pineville, KY)
Eastern Kentucky Correctional Complex (West Liberty, KY)
Little Sandy Correctional Complex (Sandy Hook, KY)

Probation and Parole Districts:

District 8 (Mount Sterling, KY)
District 10 (London, KY)
District 11 (Whitesburg, KY)

County Jails/Jailers

Bell	Big Sandy	Boyd
Breathitt	Carter	Clay
Elliott	Floyd	Greenup
Harlan	Johnson	Knott
Knox	Lawrence	Lee
Leslie	Letcher	Lewis
Magoffin	Martin	Menifee
Morgan	Owsley	Perry
Pike	Rowan	Three Forks
Wolfe		

ERTC has the help of wonderful ITC's from three different institutions: Ken Williams (EKCC), Edgar Manning (EKCC), Gary Blair (LSCC) and two employees from BCFC, Bryan Bowling and Lt. Lenn Neal



The Eastern Region Training Center provides its area of operations with quality programs of instruction and support for Corrections Officer Basic Academy, Probation and Parole Basic Academy, Probation and Parole/Corrections Common Core/Officer In-Service, Deputy Jailer Training, Newly Elected Jailer Training, Office Professionals, Firearms Instructor Certification/Re-Certification, Management Training, CPR/Standard First Aid, Train The Trainer Certification and Specialty Programs.



ERTC staff, on occasion, assisted Eastern Kentucky Correctional Complex and Little Sandy Correctional Complex with Common Core/Officer In-Service. These numbers are not reflected in the above totals.

Division of Corrections Training **Western Region Training Center** **2005 Annual Report**



The Western Region Training Center (WRTC) is located on the grounds of the Western Kentucky Correctional Complex (WKCC) in Eddyville, Kentucky. Construction on the WRTC started in October 2004 and was completed in June 2005. Western Region Training Staff worked closely with WKCC Business Manager Carl Fowler and past WKCC Warden Tom Simpson to create and establish an outstanding training center to meet the needs of the correctional staff in the Western Region. The construction of the center utilized WKCC inmate labor and was supervised by the outstanding WKCC maintenance department staff, Maintenance Branch Manager Bo Jackson and Assistant Maintenance Supervisor Ronnie Teague.

2023 students attended classes at the Western Region Training Center (WRTC) during the calendar year of 2005. 91 courses were facilitated and/or instructed by WRTC staff during the year. These are broken down as follows:

Officer In-Service	40	NIMS	1
	12	Leadership	Video 1
Deputy Jailer		Conference	
Correctional Officer Basic	6		1
Academy		OC Spray	
Probation & Parole In-Service	5	Classification Training	1
SFA w/AED	4	Controlled Force	1
Office Professionals	3	Research Training	1
Semi-Auto Transition Training	2	CC/OI Dry Run	1
Management 2005	2	Adjustment/Grievance	1
Firearms Instructor	2		1
Requalification		Basic CERT	

Probation & Parole Officer Basic	2	Team Building	1
Revolver/Shotgun Instructor School	1	Customer Service	1
Rifle Instructor School	1		
		Total	91

Number of students that attended:

Officer In-Service	645	NIMS	17
	462	Leadership Video	8
Deputy Jailer		Conference	18
Correctional Officer Basic Academy	227	OC Spray	
Probation & Parole In-Service	91	Classification Training	35
SFA w/AED	80	Controlled Force	12
Office Professionals	53	Research Training	8
Semi-Auto Transition Training	24	CC/OI Dry Run	13
Management 2005	72	Adjustment/Grievance	56
Firearms Instructor	25		81
Requalification		Basic CERT	
Probation & Parole Officer Basic Academy	35	Team Building	16
Revolver/Shotgun Instructor School	13	Customer Service	23
Rifle Instructor School	9		
		Total	202
			3



The Western Region Training Center serves the following Institutions, Districts, and Jails/Jailers:

Adult Institutions:

Kentucky State Penitentiary (Eddyville, KY)
 Western Kentucky Correctional Complex (Fredonia, KY)
 Green River Correctional Complex (Central City, KY)

Probation and Parole Districts:

District 1 (Paducah, KY)
 District 2 (Hopkinsville, KY)
 District 3 (Bowling Green, KY)
 District 13 (Owensboro, KY)

County Jails/Jailers

Allen	Fulton	McCracken
Ballard	Graves	McLean
Barren	Grayson	Meade
Breckinridge	Hancock	Monroe
Butler	Hart	Muhlenberg
Caldwell	Henderson	Ohio
Calloway	Hickman	Simpson
Carlisle	Hopkins	Todd
Christian	Livingston	Trigg
Crittenden	Logan	Union
Daviess	Lyon	Warren
Edmonson	Marshall	Webster



In 2005, the WRTC was fortunate to have the support and help of the Institutional Training Instructor/Coordinators I's from GRCC, KSP and WKCC. GRCC Instructor/Coordinator Cindy Hawkins was a wealth of information and an invaluable asset to the WRTC as we began 2005. Her retirement in July 2005, while much deserved, was a great loss. Lee Lambert assumed the duties of GRCC Training Instructor/Coordinator I in August 2005. KSP Training Instructor/Coordinator Gail McQuigg was hired in November 2004 and WKCC Training Instructor/Coordinator Victor Gray was hired in January 2005. While all were relatively new they were all eager to learn and help. The WRTC was fortunate to have such dedicated, eager, and helpful Institutional Training Instructor/Coordinators to help with Corrections Training programs in 2005. We also had the help and support of all 4 Probation & Parole Districts (1, 2, 3, & 13). With the help of the Western Region Probation and Parole Training Advisory Committee, made up of WRTC staff and two employees from Districts 1, 2, 3, & 13, WRTC was better able to serve and connect with the training needs of Probation and Parole staff in our region. A special thanks to District 2 Assistant Supervisor Bruce Hewell for all his time, assistance and technical advice in all Probation & Parole programs.

Also in 2005, WRTC was fortunate to hire Troy Hephner as a Corrections Training Instructor/Coordinator I. Mr. Hephner brought with him a wealth of institutional experience from the Western Kentucky Correctional Complex and Kentucky State Penitentiary. With the addition of Mr. Hephner, the WRTC staff have a combined total of over 80 years of correctional experience, an advantage when training new and experienced correctional staff, and are definitely some of the most dedicated, experienced, and knowledgeable Instructors in the Division of Corrections Training.



WRTC staff had a heavy lesson plan load for 2005. Around 30 lesson plans were updated, revised or written by WRTC staff in 2005 for 4 different programs: Institutional Officer In-Service, Institutional Common Core, Correctional Officer Basic Academy, and Management 2005. WRTC staff also contributed several lesson plans for the Probation and Parole 2005 programs.

The Western Region Training Center has implemented two major initiatives in 2005: Controlled Force Training and Chemical Agents training.



Senior Instructor Tim Beavers attended a Controlled Force Instructor course in April 2005 and Instructors Rebecca Hendon & Kurt Garner attended a one day Controlled Force Adjunct Instructor Course in June 2005 to prepare for the implementation of this new self defense program. This program of instruction was implemented into the Correctional Officer Basic Academy in July 2005. The curriculum for the course was revised extensively by WRTC staff for use in the Correctional Officer Basic Academy.

Senior Instructor Tim Beavers and Instructor Kurt Garner attended a 40 hour Chemical Agents Instructor course in May 2005 and the program was

implemented with great success into the Probation and Parole Basic Academy in June 2005.

In November of 2005 Instructor Troy Hephner attended a 16 hour Instructor course on the TASER. With the addition of this certification the WRTC staff have the following Instructor Certifications: Controlled Force, Chemical Agents, Firearms (Revolver, Semi-Auto, Shotgun, Rifle), Taser, and Standard First Aid Instructor, and American Red Cross Standard First Aid Instructor Trainer. These certifications enable WRTC staff to provide the Western Region with a number of varied training opportunities.



Last but not least is a project that many in the Division of Corrections Training have worked hard on in 2005, Computer Based Training. In 2005, WRTC Administrative Assistance Rose Ryan assisted greatly in the extensive work needed in preparation for the CBT launch in January 2006. Much of the CBT curriculum was taken from the lesson plans prepared/revised by WRTC staff. This program of instruction will be a great addition to the Division of Corrections Training and we hope will prove beneficial to all corrections staff in 2006.